



## POSITION ANNOUNCEMENT

**Title:** Director of Economic Development  
**Classification:** Exempt

**Position Reports to:** Chamber of Commerce Executive Director

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### Essential Functions and Duties

1. Develop, implement and lead an effective Economic Development program.
2. Recruit new companies to both industrial and retail.
  - a) Develop proposals for prospects.
  - b) Coordinate and conduct community and site visits.
  - c) Prepare and present presentations to prospects.
  - d) Respond to and provide information to prospects as requested throughout recruitment process.
3. Provide support to new and existing industries and retail companies.
  - e) Facilitate and coordinate ongoing project management services to newly recruited companies.
  - f) Ensure local and State commitments are honored.
  - g) Coordinate a liaison between companies, utility providers, local government, etc, as needed
  - h) Facilitate the successful implementation of planning and execution of groundbreakings, lunches, etc. for new and existing companies.
4. Coordinate Board and Committee meetings as needed.
  - a) Attend monthly Board meetings
  - b) Review draft minutes.
  - c) Review memos & notices of all Board and Committee meetings.
5. Coordinate strategic planning processes, as needed, and maintain up-to-date record of progress on goals and objectives.
6. Provide oversight to the overall financial operations of the Economic Development efforts.
7. Facilitate the submission of grant proposals for Economic Development purposes.
8. Complete continuing education courses as needed.

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## **Performance Measurements**

1. All proposals, presentations and other assignments are completed accurately and on time.
  2. Good public relations exist with community partners, business community and public.
  3. Effective working relationships exist with organization personnel.
  4. The organization's professional reputation is maintained.
  5. The mission of the organization is maintained.
  6. Confidentiality is always maintained.
  7. Finances of the organization are maintained accurately, in accordance with budget and favorable audit reviews.
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## **Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Certification:**

Bachelor's degree in Economic Development or a closely related field  
Valid driver's license is required.

**Experience:** Two (2) years prior work in a job closely aligned with this job description is preferred but not required.

### **Knowledge/Skills/Abilities:**

Understanding of recruitment process, available incentives, and financing options.  
Ability to organize and maintain accurate records.  
Ability to read, analyze, understand, and interpret professional journals, government regulations, and technical procedures.  
Working knowledge of community resources.  
Understanding of general business practices.  
Solid organizational and analytical abilities.  
Ability to operate related computer applications.  
Strong interpersonal and leadership skills.  
Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems.  
Ability to communicate effectively with all entities and in all formats.  
Ability to utilize mathematics for production of economic proformas acceptable to lending institutions and Bond counsel.  
Ability to maintain confidentiality in all matters pertaining to clients, and projects.  
Strong initiative and highly motivated.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.

**Other requirements:**

Travel is required.

Must reside in Barbour County, AL within 6 months of hire.

**Salary and Benefits:**

Salary: Commensurate with Degree and Experience

Benefits: Health Insurance; Paid Vacation, Auto Mileage Reimbursement

**Application Instructions:**

Interested persons should submit resume and application online at [INDEED.com](https://indeed.com). Applications will be received through **April 19, 2019**.

